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7 April 1960

MEMORANDUM FOR: Chief, Automation and Development Group, OCR
SUBJECT : Intellofax System
REFERENCE : (a) Staff Study "Formation of Task Group" dated
4 April 1960 to DAD/CR.

25X1 1. This is to acknowledge the receipt of your memorandum dated 3 April 1960 by which you forwarded a summary of activities of the MCG prepared by [redacted]

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25X1 2. [redacted] memorandum has been carefully studied by my staff [redacted] as well as by myself. All points have been noted.

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3. Paragraph 3 of your memorandum suggests initial papers which can be prepared by [redacted] and the three OCH representatives detailed to your staff by reference a). Based upon the facts presented in referenced memo and [redacted] summary of MCG activities, we have selected those studies which in our opinion should be made before the new subject/area codes are put into effect.

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4. Our first and foremost concern is to implement the new ISC as soon as practicable. Our target date is 1 September 1960.

5. We propose that the following studies be completed along the lines indicated and in the order listed within the suggested time limits.

6. 1 August 1960 - Development of Code Manual. In order to develop this manual the following must be accomplished:

- (1) 15 May 1960 - Determination of the use of clear text: the extent of use (place, persons, political parties, organizations, types of equipment, products) and whether the identification of these clear text elements be punched in the card or incorporated into the bibliographic statement on the Intellofax card. (See Guide on "How to Write Abstracts and Title Expansions")

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(2)

(2) 30 May 1960 - Determination of area code notation to be used as assigned in the USIB/CODIB Area Classification Code dated February, 1960: Alpha vs. Numeric notation; whether "to" and "from" indicators and reaction codes will be used in conjunction with the area code; whether we need a full area file (1 for 1) i.e. complete subject coverage within every area.

(3) 15 June 1960 - Determine whether we should use "phrasing" in the Intellifax System. (Ref. [redacted]
25X1 [redacted] memo for Chiefs, DD and ADG dated 4 April
1960). Consideration must be given to the impact this "matching" technique would have upon the IBM card files, assigned notation code in the revised IOC, and the input and retrieval processes.

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- B. 30 June 1960 - Design of IBM card to accommodate the needs of the system.
- C. 1 August 1960 - Plan for development of a Dictionary taking into consideration the present capabilities of the organization (MD and DD): definition of scope and evolution; specific rules for entry. (Ref. [redacted]
memo to Acting Assistant Director, OCR dated 22 March 1960).

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6. It is assumed that additional assistance will be required from time to time from the Machine and Document Divisions and the CIA Library. Such assistance will be provided by arrangement between the Division representative and his respective Chief.

7. I suggest that the determinations made by the Task Force be presented to the Chief, ADG and the three Division Chiefs concerned for the basis of a coordinated staff study recommending how and when the new system should be started.

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[redacted]
Chief, Document Division

cc: Deputy Asst. Dir./OCR
CIA Librarian
Chief, Machine Division

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